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RECORDS ADMINISTRATION PROGRAM

SECOND QUARTER REPORT

(April - June 68)

1 July 1968

ACCOMPLISHMENTS

RECORDS CREATION

A. Forms Management Actions Completed this Quarter:

New Forms Designed and Issued	62	(597,800 copies)
Old Forms Revised and Issued	63	(1,434,400 copies)
Old Forms Obsolete and Removed	16	(29,000 copies)

B. Other Forms Developments:

1. The new CSC "Application for Federal Employment" forms have been received by this Agency and issued. These 3 new forms replace the old forms 57 and 57A. We prepared a paragraph on it for the Support Bulletin.
2. Six new or revised FEGLI (Life Insurance) forms were ordered from GSA for our new program.
3. Four new and one revised Optical Scanning forms were designed and printed for Office of Computer Services and Central Reference Service.
4. A new "Headquarters Reassignment Questionnaire" was designed and printed for DDP. This form will be completed during 1968 by all Clandestine Services employees at the time of their Fitness Reports and then updated every two years. Field personnel will complete theirs as they return to headquarters.
5. Office of Finance also requested a Headquarters Reassignment Questionnaire to aid in reassignments. These will be filled out in 1968 and updated, when necessary, every two years.
6. Twelve new "Documentation" forms were designed by OCS/DDS&T for use in documenting computer programs and program runs.

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RECORDS MAINTENANCE

A. DDS

1. Reviewed a request from Medical Services/A&E Branch for a Diebold "Power file". Our survey indicated a purge would eliminate over 35% of the files and permit use of less costly equipment. The OMS Records Officer agreed. This survey resulted in a cost avoidance of approximately \$2,500.
2. Reviewed and approved a requisition for an "Astromatic" mechanized file cabinet for Office of Logistics, [REDACTED] 25X1A6a Warehouse. This compact model affords greater filing capacity in a smaller floor space.
3. Conversion from file cabinets to shelf filing in the Office of Personnel/Insurance Branch has been completed. This was necessitated by a floor space limitation and an anticipated file increase. The shelving increased capacity 28% in 67% less floor space.

B. DDI

1. Meetings continue with [REDACTED] 25X1A9a the NPIC Records Officer on a file system for the NPIC, Management Services Division, PPB Staff. He also provided photos on their file installations for our briefing use.

VITAL RECORDS

A. Scheduling

Revised Vital Records Deposit Schedules were received, reviewed and approved for Office of Security and Office of Planning, Programming and Budgeting.

B. Deposits

1. This quarter 237 cubic feet of current Vital Records were received at the Relocation Site and 130 cubic feet were destroyed or transferred from the Records Center.
2. Discussions have been held with Records Officers whose offices are deposing records in a media that will require special equipment: (i.e., tapes, cartridge type microfilm, NPIC films, and map negatives.) Present emergency equipment, at relocation, is not useable with this material. The Agency's Emergency Planning Officer has been made aware of this current inadequacy.

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RECORDS DISPOSITION

A. Records Center Activities this Quarter: (Cubic feet)

Records Received for Storage	3,608
Records Removed for Destruction	1,082
Records Transferred out of Center	549
Net Growth	1,977

Priority Deliveries	7 Special Runs
Records Services	18,231 items delivered
Supplemental Distribution Copies	11,295 items delivered
Briefings and Visitors	162 people
(Includes historians, CT'S, office representatives, students, etc.)	

1. The first accession of Archival Maps (16 cubic feet) was received from OBG. Mr. [REDACTED], Chief, Cartography Division furnished the Archives and Records Center with an index to these maps and a brief narrative history of Intelligence Map productions dating back to 1941. 25X1A9a
2. A reproduction of our Archives map negative location file was sent to OBG. This will be used to review all negatives and identify any that can be destroyed.

- 25X1A6a
3. At the end of FY 1968 we had 18,099 cubic feet of records at [REDACTED]

B. Scheduling

DDI

1. Miss [REDACTED] 25X1A9a of this staff and Mr. [REDACTED] 25X1A9a the DDI Records Officer inventoried the Special Research Staff and prepared a Records Control Schedule.
2. Received, reviewed, and approved revised Records Control Schedules for Office of Economic Reports and Central Reference Service.

DDP

1. Approved revision to TSD/GARB Records Control Schedule.
2. A Records Retention Plan for the permanent records of DDP has been drafted and delivered to the DDP/RMO for review.

DCI

Reviewed and approved a completely revised Records Control Schedule for the Audit Staff.

DDS

1. Reviewed and approved a complete revision to the Office of Security Records Control Schedule. The volume of records reflected by this schedule amounted to 13,024 cubic feet.
2. Reviewed and approved Records Control Schedule for Office of Personnel/Placement Division.

PROGRAM DEVELOPMENT

A. Records Orientations Given:

1. Three presentations on the "Records Administration Program" were given to a total of 104 employees and 22 Career Trainees.

B. Records Training Received:

- 25X1A9a 1. [REDACTED] attended the annual National Microfilm Association Convention in Chicago to note developments in Microfilm, aperture cards, video tape, and microfiche techniques.
- 25X1A9a 2. [REDACTED] attended the ADP Systems development Process (Brandon Course).
- 25X1A9a 3. [REDACTED] attended the Annual Conference of the Association of Records Executives. Messers [REDACTED] and [REDACTED] attended an "Information for Management" session at the Department of State. 25X1A9a
- 25X1A9a

MISCELLANEOUS

A. Presidential Libraries

- 25X1A9a Mr. [REDACTED] met with Col. White and Mr. Houston on the Presidential Libraries Collection. A Committee chaired by Mr. [REDACTED] will select material for the Libraries and route it through this staff to National Archives. 25X1A9a

B. DDP/RMO Meeting

25X1A9a Messers [REDACTED] attended a meeting of the DDP Records Management Officers chaired by Mr. [REDACTED] This 25X1A9a is the first such invitation received by this Central Staff.

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C. Microfilming Techniques

Received through the National Archives three articles in Danish, Hungarian and Polish pertaining to microfilming techniques used in copying official records. The articles are being translated and copies will be given to TSD and CI Staff.

D. Records Conference

1. One hundred and twenty Agency Records Officers, and Historians attended the Records Officers Spring Conference. The subject was History, Records Retention Plan, and Archives. The principal speakers were Dr. Rhoads the Archivist for the United States, and Mr. Bannerman, DDS.

E. Re-Election to Forms Management Council

- 25X1A9a
1. [REDACTED] has been reelected as Vice Chairman to the Forms Management Council for FY 1968 - 1969. This council was government established to foster the professional improvement of all persons engaged in the development, management, manufacture, procurement, supply or utilization of forms to insure the highest level of individual understanding, capability, and proficiency in all phases of the Forms Management profession.

F. Review of Proposed OCS Regulations

1. Several OCS proposed Records Management regulations have been reviewed by this staff.

G. Improved Systems for Agency Regulations

- 25X1A9a
1. Arthur Costello of the Archives and Records Center has developed an improved system for storing extra copies of Agency Regulations.

25X1A9a

DDS/SSS/RAB/[REDACTED] pr (9 August 1968)

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